

**Entered the Union:** 1890

Population (est. 1994):

**ACCESS TO RECORDS IN STATE ARCHIVES** 

476,000 Rank: 50/50

Land Area (square miles):

97,105 Rank: 9/50

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ARCHIVES AND RECORDS PROGRAM		FINANCES
State Archives Established: State Records Management Initiated: Archives and Records Management Placem Department of Commerce; Division of Park Cultural Resources; Archives, Records Manand Micrographics Services	s and	State Govt Expenditures (1993): \$1,657,030,000  Total Budget, Archives and Records Management (FY 1994): \$702,332  Percent of Total State Expenditures Allocated to Archives and Records: 0.042 %  State Archives funding has increased over last 2 years.

STAFFING	ħ <b>夲</b> 衤¶
State Government FTEs (1992): 11,274 Archives & Records FTEs (1994): Total 22 Archives 8 Records Mgt 5 Micrographics 9	Number of Archives/Records FTEs per 1000 State FTEs: 1.95  Average earnings for all full-time state employees (Oct. 1992): \$24,660 per year
	Salary ranges for entry level professionals Archivist \$19,128-30,660 Records Analyst \$26,736-44,316

HOLDINGS			
State Archives Paper records Government Nongovernment 0 Microfilm (total no. of rolls) 84,830	cu. ft.	Records Center Paper records Government 25,145 cu. ft. Nongovernment 0 cu. ft.	

#### Reference services provided (FY 1994) Arrangement and description activities (FY 1994) Total 3,667 Records arranged and described 2,605 cu. ft. Services provided free of charge: Descriptions of holdings are provided through: Use of reference room Networks: RLIN (limited) Answers to in-state and out-of-state mail requests OCLC (limited) Will be on Wyoming Library database in FY95 Services provided for a fee: Photocopies and faxes of documents or finding aids Nonelectronic finding aids available at State Archives Typed certified copies or exemplifications describe 100% of the holdings at the record group and Commercial use of documents/photos series level. Published finding aids produced by State Archives No fees have been initiated in last 2 years.

series level

describe 95% of holdings at record group and 90% at

Wyoming page 2

## **FACILITIES**



State Archives Building

(owned by Wyoming State Archives)

Moved to site in 1977 Renovated: 1986, 1991, 1995

Total storage capacity: 34,203 cu. ft.

Percent now occupied: 70%

Will be full in 5-10 years

No construction planned

An additional facility owned by State Archives is used to

house 9% of total holdings.

Existing environmental controls:

0% year-round temperature controls 0% year-round humidity controls

100% fire detection 0% fire suppression **State Records Center** 

(owned by Wyoming State Archives)

Moved to site in 1977 Renovated: 1986, 1991, 1995

Total storage capacity: 33,767 cu. ft.

Percent now occupied: 75%

Will be full within 5 years

No construction planned

An additional facility owned by State Archives is used to

house 30% of holdings.

Existing environmental controls:

year-round temperature controls year-round humidity controls 0%

100% fire detection 0% fire suppression

#### SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

#### Technical assistance provided by (FY 1994):

No. of agencies served

12 (state agencies) (local govt officials) 33

No. of local government units (1992):

56 school districts 23 counties 97 municipalities 399 special districts

#### Services to state agencies

Training and consultation

**Publications** 

Micrographics services

Labor in agencies (inventorying, processing,

conservation)

#### Services to local governments:

Training and consultation

**Publications** 

Labor in agencies (inventorying, processing,

conservation)

State Archives has authority to accept original archival

records from local governments

#### **MICROGRAPHICS**



## PRESERVATION POLICIES AND SERVICES



#### Microfilming activities by State Archives (FY 1994)

Source document microfilming 3,006,064 images COM 4,272 images Processing 1,978 rolls 10.261 jackets Duplicating 901 rolls 15,766 fiche

State Archives provides centralized micrographics services for state agencies.

State Archives has experienced redox problems.

State Archives stores security microfilm for state and local government agencies.

#### Preservation activities by State Archives (FY 1994)

25 sheets mended 10 sheets encapsulated 500 cu. ft. rehoused

State Archives does not have a written preservation plan or a written disaster plan.

State Archives does not have a preservation officer or employ a trained, full-time conservator.

Wyoming does not have a statewide preservation plan or a disaster response team.

## **AUTOMATED APPLICATIONS**



#### State Archives uses the following automated applications:

Word Perfect Finding aids Accessioning **RECMan** 

Inventory control Word Perfect, RECMan

Word Perfect Records scheduling Correspondence Word Perfect

#### **Electronic Mail**

State Archives staff can communicate within the agency, with other state government agencies, and with outsiders via the Internet through a government-wide email system.

NASIRE reports that Wyoming has implemented a major statewide, cross agency electronic mail system.

Wyoming page 3

## **ELECTRONIC RECORDS**



State Archives has an electronic records management program integrated with its regular program.

State Archives has surveyed/inventoried and scheduled dispositions for electronic records.

State Archives provides security storage for and has accessioned electronic records.

State Archives has issued Standards and Guidelines for Digital Image Systems.

State Archives sponsored an electronic records management seminar.

## RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES



#### Definition of a record

1982 statute

E-mail and electronic records are not specifically included.

Public's right to access to government records provided in statute.

Restrictions to specific classes of records provided, no time limits set.

Permanent paper standards

None

Optical imaging standards

guidelines

Admissibility of microfilm

statute

Admissibility of optical images

other authority

Admissibility of electronic records

other authority

Theft/defacement of a public record

None

Replevin

None

#### INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

## **Information Resources Management**

No activity reported.

#### **Information Policy Coordination**

No activity reported.

#### **Government Information Locator Service**

No activity reported.

# Electronic Access to Government Information and Services

NASIRE reports that Wyoming is conducting a pilot project for electronic access to government information and services.

NGA reports that Wyoming is implementing a smart card program for benefits. Also will be able to share immunization data and facilitate client transfers using a portable health database.

State of Wyoming

gopher://ferret.state.wy.us.//

State Library

gopher://159.238.106.10/

# SHRAB ACTIVITIES ###

#### **Assessment and Strategic Planning Project**

The Wyoming State Historical Records Advisory Board completed the assessment phase of its project in 1994, including a survey of repositories in the state. In 1995 it completed and published its strategic plan.

#### FOR FURTHER INFORMATION



**State Archives and Records Management** 

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Notes	
	Abbreviations/Acronyms
	COM Computer output microfilm
	COSHRC Council of State Historical Records Coordinators FTEs Full time equivalent staff positions SHRAB State Historical Records Advisory Board N/A Not available NAGARA National Association of Government Archives and Records Administrators NASIRE National Association of State Information Resources
	Executives
	NGA National Governor's Association
	NHPRC National Historical Publications and Records Commission
	RLIN Research Libraries Information Network SHRAB State Historical Records Advisory Board

#### **Sources**

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Carl Hallberg, Senior Historian, Wyoming State Archives, Barrett Building, Cheyenne, WY 82002. Telephone: (307) 777-7013.

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.